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**OCCUPATIONAL AND ENVIRONMENTAL
SAFETY, FIRE PROTECTION, HEALTH, AND
MISHAP PREVENTION (OSHMP) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides the basic authority, responsibilities, and requirements for ARPC's Occupational and Environmental Safety, Fire Protection, Health, and Mishap Prevention (OSHMP) Program. It was developed IAW AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health Program*, AFRC Supplement 1, AFOSH STD 91-56, *Fire Protection and Prevention Program*, and AFI 91-202, *The US Air Force Mishap Prevention Program*. This instruction applies to all ARPC military and civilian personnel.

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1. Policy. Air Force policy directs ARPC to provide a safe and healthy work environment for its personnel while also accomplishing the assigned mission. ARPC will support Air Force policy by implementing and maintaining an active and aggressive safety program.

2. Definition . The objective of an active and aggressive safety and mishap prevention program is to accomplish the assigned mission with minimal or no loss of personnel and material resources. Inherent in this goal is the necessity for personnel to realize that safety is actually self-protection. Every person is responsible for integrating safety practices and hazard reduction into their on and off duty activities.

2.1. Protect natural resources, both human and material by implementing an Operational Risk Management (ORM) program for all tasks with significant hazards. This program must incorporate all safety disciplines (work environment, materials and equipment, fire protection, mishap prevention, property design and damage, traffic and ground safety) to accurately assess and manage risk.

2.2. Establish a baseline for ARPC's safety and mishap items. Implement a plan to reduce or eliminate future items and costs due to unsafe or hazardous conditions (injury compensation, environmental differential pay, property loss, and lost time).

2.3. Ensure ARPC's OSHMP Program is comprehensive and effective.

3. Safety Directives. The following instructions govern ARPC's OSHMP Program.

3.1. AFI 91-202. This instruction implements AFD 91-2, *Safety Programs*. It establishes the mishap prevention program requirements and responsibilities and provides safety program management information.

3.2. AFI 91-204, *Safety Investigations and Reports*. This instruction implements AFD 91-2. It gives procedures for investigating and reporting all USAF mishaps. This publication is affected by the Privacy Act of 1974.

3.3. AFI 91-207, *The US Air Force Traffic Safety Program*. This instruction applies to all ARPC civilian and military personnel (including Air Force Reserve and Air National Guard).

3.4. AFI 91-301. This instruction outlines the AFOSH program. It addresses training, inspections, evaluations, safety councils, hazard abatement, and risk assessment codes.

4. ARPC OSHMP Program's Notification Process .

4.1. Employee notifies their supervisor.

4.2. Supervisor notifies employee, or Directorate Safety (OSHMP) Representative (DSR) as appropriate.

4.3. DSR notifies supervisor, director, or ARPC Safety (OSHMP) Office, as appropriate.

4.4. Safety office notifies supervisor, DSR, or Director, as appropriate.

5. ARPC Responsibilities:

5.1. Commander. The ARPC Commander is responsible for implementing and maintaining an active and aggressive ARPC safety and mishap prevention program. The ARPC program must meet the AFOSH and USAF Mishap Prevention Program requirements.

- 5.1.1. Provides personnel with a safe and healthful work environment.
 - 5.1.2. Provides guidance for ARPC's OSHMP Program.
 - 5.1.3. Emphasizes to all assigned personnel the necessity to support and comply with ARPC's OSHMP Program.
 - 5.1.4. Ensures ARPC's Performance Management System include an ARPC OSHMP element.
 - 5.1.5. Ensures ARPC's OSHMP Program funding is available.
 - 5.1.6. Ensures that ARPC's Safety Office (MS-SF) develops guidance to define ARPC's OSHMP Program responsibilities, processes and procedures, and submits the guidance to the appropriate agencies (HQ AFRC, Buckley AFB [460th ABW] and DFAS-DE/PS) for coordination/approval.
 - 5.1.7. Evaluates ARPC's OSHMP Program effectiveness. The evaluation criteria must include a qualitative assessment, by function (safety, fire protection, occupational health, and mishap prevention). (See AFI 91-301, paragraph 2.5.5.5.)
 - 5.1.8. Provides the required reports and information concerning ARPC's OSHMP Program to the appropriate agencies (HQ AFRC, Buckley AFB [460th ABW SE] and DFAS-DE/PS).
 - 5.1.9. Ensures readiness-training exercises include operational risk management.
 - 5.1.10. Reviews all OSHA reports, documented and provided by DFAS-DE, showing unsafe or unhealthy working conditions. (See AFI 91-301, paragraph 2.5.5.11.)
 - 5.1.11. Designates a Civilian Personnel Office (MSC) staff member as the injury compensation program administrator (ICPA). See DoD Civilian Personnel Manual, Sub-chapter 8-10.
- 5.2. Directors. Directors are the keys to operating a safe and disciplined program. They are primarily responsible for overseeing the program within their directorate. Directors enforce program compliance, monitor work areas, and correct deficiencies in their directorate.
- 5.2.1. Designate and maintain one primary and two alternate OSHMP (DSRs). Send a notification letter to MS-SF, keeping them informed of the current DSRs.
 - 5.2.2. To the extent of their authority, are responsible for providing their personnel with a safe and healthful work environment.
 - 5.2.2.1. Ensure subordinate supervisors are performing their ARPC OSHMP Program duties.
 - 5.2.2.2. Ensure DSRs are monitoring the inspection process within their directorate.
 - 5.2.3. Document safety discrepancies within their directorate that supervisors, or the lowest level, can't correct. Submit an AF Form 457, **USAF Hazard Report**, to identify the discrepancy, apply interim control measure, and notify MS-SF of abatement actions.
 - 5.2.4. Rate subordinate managers, and ensure subordinate managers are rating subordinate supervisors, on the fulfillment of their ARPC OSHMP Program responsibilities as addressed on the AF Form 1003, **Air Force Core Personnel Document, in the Performance Management System**.
 - 5.2.5. Perform reviews and direct cleanups in their directorate every 6 months or as needed.
 - 5.2.6. Designate an area on their directorate bulletin board to post ARPC OSHMP Program information. (For specifics, see paragraph [5.3.9](#).)

5.2.7. Notify MS-SF when personnel become supervisors for the purpose of scheduling required supervisor safety training (SST).

5.3. OSHMP DSR. DSRs are liaisons between their directorate and MS-SF. DSRs are actively involved in managing ARPC's OSHMP Program. They keep their directorate informed on all safety aspects of the program, spot and help solve potential directorate problems, and keep their Director and MS-SF informed of problem areas or unusual situations as they develop.

5.3.1. Serve as the directorate focal point for all ARPC's OSHMP Program matters.

5.3.2. Assist the Director in establishing and maintaining a directorate OSHMP program.

5.3.2.1. Address and promptly report directorate OSHMP concerns to their Director and MS-SF.

5.3.2.2. Monitor their directorate's ARPC OSHMP Program inspections. Collect and maintain the completed inspection reports until MS-SF performs a courtesy pre-evaluation, accomplished every 2 years.

5.3.2.3. Inform the Director and MS-SF of program status and recommended corrective actions, when applicable.

5.3.2.4. Disseminate and ensure ARPC's OSHMP Program information is posted throughout their directorate.

5.3.3. Attend all ARPC OSHMP Program meetings, scheduled quarterly.

5.3.4. Contact MS-SF within 30 days of appointment to discuss DSR responsibilities.

5.3.5. Maintain an ARPC OSHMP Program Management book and ensure the Director is aware of the contents, indexing:

5.3.5.1. DSR Letter of Appointment (formal letter or e-mail memo accepted).

5.3.5.2. ARPC's OSHMP Program Meeting Minutes.

5.3.5.3. Mishap Procedures.

5.3.5.4. Directorate OSHMP Program Documentation including:

5.3.5.4.1. Inspection/Evaluation Reports and Checklists.

5.3.5.4.2. Mishap Reports.

5.3.5.4.3. Hazard Reports.

5.3.5.4.4. Miscellaneous ARPC OSHMP Program Information.

5.3.6. Assist supervisors by informing directorate personnel of any emergency evacuation (fire, fire drill, emergency evacuation, or emergency shelter activity) as they are evacuating themselves. The evacuation team evacuates any remaining personnel.

5.3.7. Monitor to ensure the directorate's disabled personnel have a partner assigned and both are fully aware of and use, the emergency evacuation procedures. In addition, ensure all personnel in their directorate are educated on the specific evacuation procedures.

5.3.8. Ensure emergency evacuation maps are posted in a conspicuous location within their directorate.

5.3.9. Post the following items on their directorate's bulletin board:

5.3.9.1. US Department of Labor Form CA-10, **What A Federal Employee Should Do When Injured at Work**.

5.3.9.2. AF Forms 457.

5.3.9.3. AFVA 91-307, *Air Force Occupational Safety and Health Program*.

5.3.9.4. *ARPC's OSHMP Policy Letter*, **Attachment 2**.

5.3.9.5. HQ ARPC VA 91-3002, *ARPC's OSHMP Notification* (**Attachment 3**).

5.3.9.6. Evacuation Procedures and Map (**Attachment 4**).

5.4. Supervisors. The supervisors are the most important link in an effective OSHMP program. They are responsible for managing and maintaining safe work centers while also promoting safe work practices.

5.4.1. To be effective, supervisors must know:

5.4.1.1. AFOSH standards and policies that apply to their specific work center. The following standards apply:

5.4.1.1.1. AFOSH Standard 48-1, *Respiratory Protection Program* (ARMS area only).

5.4.1.1.2. AFOSH Standard 91-22, *Walking Surfaces, Guarding Floor and Wall Openings and Holes, Fixed Industrial Stairs, and Portable and Fixed Ladders*.

5.4.1.1.3. AFOSH Standard 91-31, *Personal Protective Equipment (PPE)*.

5.4.1.1.4. AFOSH Standard 91-32, *Emergency Shower and Eyewash Units* (ARMS area only).

5.4.1.1.5. AFOSH Standard 91-46, *Materials Handling and Storage Equipment*.

5.4.1.1.6. AFOSH Standard 91-56, *Fire Protection and Prevention*.

5.4.1.1.7. AFOSH Standard 91-66, *General Industrial Operations*.

5.4.1.1.8. AFOSH Standard 161-21, *Department of Defense Federal Hazard Communication Training Program*.

5.4.1.2. Their personnel's qualifications and their ability to perform assigned tasks in a safe manner.

5.4.1.3. How to determine tasks within their work center that requires Personal Protective Equipment (PPE), how to obtain required PPE, and provide or obtain PPE training.

5.4.1.4. How to detect hazardous conditions or unsafe acts within their work center and the necessary measures to correct them.

5.4.1.5. Mishap reporting procedures (see paragraph [6.3](#)).

5.4.1.6. The necessity to foster safe attitudes in their personnel.

5.4.2. Perform and document monthly ARPC OSHMP Program self-inspections of their work centers. Provide a copy of the completed inspection to their DSR.

- 5.4.3. Provide personnel with educational safety information concerning ARPC's OSHMP Program matters, safe work practices, seasonal concerns, and fire hazards.
- 5.4.4. Provide initial job safety training to their personnel.
- 5.4.5. Develop job safety training lesson plans and review annually for changes.
- 5.4.6. Document their personnel's training on the AF Form 55, **Employee Safety and Health Record**, and maintain the form in their work center.
- 5.4.7. Conduct, record, and report in-house self-investigations of all mishaps and injuries within their work center, utilizing the ARPC Form 57, **HQ ARPC Mishap Report (Attachment 5)**. Report all investigations to MS-SF.
- 5.4.8. Submit an ARPC Form 58, **Request To Operate An Electrical Appliance (Attachment 6)**, to MS-SF for all electrical appliances located within ARPC. Appliances must be maintained in clean and serviceable condition. Post the approved ARPC Form 58 posted near the appliance.
- 5.4.9. Conduct a job safety analysis (AFI 91-301, paragraph 2.14.4) for all (present and new) work tasks within their assigned area.
- 5.4.10. Refer all ARPC OSHMP Program questions to their DSR.
- 5.4.11. Document any work center hazard that can not be corrected on the spot, on an ARPC 57.
- 5.4.12. Evaluate an employee's Ergonomic Evaluation request, coordinate the request with the DSR and Director, and forward the request to MS-SF for processing.
- 5.4.13. Assign a partner to disabled personnel working in their work center. Educate all work center personnel on the specific emergency evacuation procedures.
- 5.4.14. Ensure an evacuation map is available and posted in a conspicuous location.
- 5.5. Personnel. All military and civilian personnel have a personal and moral responsibility to comply with ARPC's OSHMP Program policies and practices. Personnel who fail to follow ARPC's policies and practices could cause injury or death to themselves or someone else and/or cause possible damage to equipment.
 - 5.5.1. Perform their job in the safest possible manner.
 - 5.5.2. Use any safety device, personnel protective clothing, and equipment (PPE) required to perform their job safely.
 - 5.5.3. Immediately report all ARPC OSHMP Program hazards to their supervisor.
 - 5.5.4. Immediately report accidental property damage, injuries and illnesses to their supervisor. Active Duty military employees must also report all injuries (both "on and off duty") to Headquarters Squadron Section Commander (MS), First Sergeant (CCF), and MS-SF.
 - 5.5.5. Be considerate of a fellow worker's personal safety while performing assigned tasks.
 - 5.5.6. Request an ergonomic evaluation from their supervisor if experiencing any discomfort due to unfit workstation set-up.
 - 5.5.7. Have the opportunity to:
 - 5.5.7.1. Participate in ARPC's OSHMP Program without fear of coercion, discrimination, or

reprisal.

5.5.7.2. Request an inspection of unsafe or unhealthy working conditions from their supervisor.

5.5.7.3. Access the ARPCI 91-1001 on the Intranet and AFOSH Standards and AF Instructions on the Internet.

5.5.7.4. Use official on-duty time to take part in ARPC's OSHMP Program activities.

5.5.8. Make sure fire extinguishers are not blocked.

5.5.9. Use fire extinguishers only in appropriate situations.

5.6. Civilian Personnel Office. MSC has the responsibility of administering and managing all the personnel aspects of the program.

5.6.1. Manages the Federal Employee's Compensation Act (FECA) program and keep the ARPC Leadership Team (ALT) advised of the program's status.

5.6.2. Administers the Injury Compensation Program (ICP).

5.6.3. Provides guidance to the Management Negotiating Team when revising the ARPC and Local 2040 "B" (AFL-CIO) Partnership Agreement and applying labor management relations to the ARPC OSHMP Program.

5.6.4. Ensures ARPC performance appraisals include an additional element to cover the ARPC OSHMP Program.

5.6.5. Coordinates civilian employee grievances associated with ARPC's OSHMP Program.

5.6.6. Documents occupational medical and ergonomic examinations, including pre-employment, periodic, and (or) termination.

5.6.7. Provides advice and assistance to ARPC supervisors on civilian discipline and performance appraisal requirements in regard to ARPC's OSHMP Program matters.

5.7. Safety Office. The ARPC Safety Office develops, implements, and manages an effective, aggressive, and comprehensive ARPC safety and mishap prevention program.

5.7.1. Serves as the ARPC focal point for all OSHMP Program matters.

5.7.2. Develops ARPC's OSHMP Program IAW AFI 91-301 and 91-202.

5.7.3. Monitors ARPC's OSHMP Program compliance.

5.7.4. Ensures applicable OSHMP guidance is available to personnel.

5.7.5. Complies with the ARPC OSHMP Program policies and procedures, within their area of responsibility.

5.7.6. Serves as ARPC's representative on the DFAS-DE/PS Safety and Occupational Health Council and attends quarterly meetings.

5.7.7. Keeps the commander, directors, and supervisors advised of ARPC OSHMP Program status.

5.7.8. Disseminates ARPC's OSHMP Program information to ARPC personnel through the DSR.

- 5.7.9. Provides guidance to supervisors when they're developing ARPC OSHMP Program briefings, educational talks, etc.
- 5.7.10. Ensures each directorate displays current ARPC OSHMP Program information on their directorate bulletin board.
- 5.7.11. Provides guidance to supervisors when preparing educational information concerning ARPC's OSHMP Program for ARPC personnel.
- 5.7.12. Ensures ARPC OSHMP Program hazards and mishaps are reported promptly.
- 5.7.13. Coordinates approval, from ARPC's Commander and the ALT, for adding an ARPC OSHMP Program element into all ARPC personnel's performance evaluations.
- 5.7.14. Coordinates AFRC (every 3 years) evaluations, DFAS-DE/PS (annual) inspections, and ARPC (every 2 years) evaluations. Performs courtesy ARPC OSHMP Program evaluations every 2 years in each ARPC directorate.
- 5.7.15. Ensures supervisors perform job safety analyses for all (present and new) work tasks within their area, when applicable.
- 5.7.16. Contacts the Buckley AFB Safety Office [460th ABW SE]], DFAS-DE Safety Office, and ARPC/MSO's (Civilian Personnel Office) Injury Compensation Program Administrator (ICPA), ASAP after any mishap.
- 5.7.17. Establishes a Hazard Reporting Program and coordinates program with DFAS-DE/PS's program.
- 5.7.18. Establishes and provides evacuation procedures for personnel to follow.
- 5.7.19. Coordinates all ARPC OSHMP Program training (SST with Buckley AFB). Review training records (AF Forms 55) for training annotation during evaluation.
- 5.7.20. Maintains Bioenvironmental Engineer (BE), Safety, and Fire Prevention reports for 10 years, as applicable, and posts reports for 10 days or until superseded.
- 5.7.21. Coordinates and schedules ergonomic examinations (HealthSouth) and workstation adjustments (ARPC Logistics Office), as needed.
- 5.7.22. Schedules, conducts, and documents quarterly ARPC OSHMP Program meetings with DSRs. Send minutes to the DSRs and Directors.
- 5.7.23. Forecasts ARPC's OSHMP Program funding requirements.
- 5.7.24. Maintains all Occupational Safety and Health Administration (OSHA) visitor reports, documented and provided by DFAS-DE/PS, showing unsafe or unhealthy working conditions. Forwards the reports to the ARPC Commander for review. (See AFI 91-301, paragraph 2.5.5.11.)
- 5.7.25. Maintains a current ARPC OSHMP Program Management book and ensures the Director is aware of the contents. Keeps, at least, the following in the book:
 - 5.7.25.1. Index.
 - 5.7.25.2. ARPC DSR Letters of Appointment.
 - 5.7.25.3. OSHMP Program Meeting Minutes (AFOSH Council & DSR).

5.7.25.4. Mishap Procedures.

5.7.25.5. ARPC's OSHMP Program Documentation.

5.7.25.5.1. Inspection/Evaluation Reports with attached backup documentation.

5.7.25.5.2. Mishap Reports with attached backup documentation.

5.7.25.5.3. Hazard Reports with attached backup documentation.

5.7.25.6. Miscellaneous ARPC OSHMP Program information.

5.8. Outside Agencies. ARPC's OSHMP Program requires special reporting procedures because we are guided and supported by several agencies.

5.8.1. HQ Air Force Reserve Command (AFRC). By order of the Secretary of the Air Force, effective 15 September 1997, ARPC changed from a field-operating agency of the United States Air Force to a MAJCOM Direct Reporting Unit of HQ AFRC. ARPC provides an annual summary of occupational injuries to AFRC by 1 November of every year (AFI 91-204, paragraph 5.4.5.). AFRC evaluates ARPC's OSHMP Program once every 3 years and makes recommendations for improvement.

5.8.2. Buckley AFB Safety Office [460th ABW SE]]. Hosting office for the AF Safety and Mishap Prevention Program. Provides ARPC guidance to ensure the ARPC OSHMP Program is IAW AF instructions, inspects and investigates ARPC mishaps and provides safety and mishap prevention training, to include Supervisory Safety Training (SST).

5.8.3. Defense Finance and Accounting Service (DFAS-DE/PS) Safety Staff. Hosting organization for the Gilchrist Building. Provides the policies and guidance for building and surrounding ground operations. Investigates and validates hazards. Manages the Hazard Abatement Program.

6. Program Policies and Procedures

6.1. General Safety.

6.1.1. Inspections. The purpose of the inspection program is to identify and resolve ARPC OSHMP Program problems and ensure program compliance. Inspections not only identify obvious, but also potential, deficiencies. They provide viable and logical recommendations to correct identified deficiencies.

6.1.1.1. External. DFAS-DE/PS performs annual ground safety inspections of the Gilchrist Building. The DSR and a Local 2040 "B" (Union) representative may accompany MS-SF during the inspection.

6.1.1.2. Internal. Supervisors perform a monthly inspection of their work center. Document monthly inspections (**Attachment 7**). Report findings on an ARPC Form 47, **Inspection/Evaluation Report** (**Attachment 9**). Supervisors send a copy of each completed inspection and any follow-up documentation to their DSR.

6.1.2. Evaluations. Evaluations apprise the effectiveness of ARPC's OSHMP Program by thoroughly examining an area and identifying all existing or potential deficiencies.

6.1.2.1. External. HQ AFRC evaluates ARPC's OSHMP Program once every 3 years and provides recommendations for improvements.

6.1.2.2. Internal. MS-SF evaluates ARPC directorates once every 2 years and provides recommendations for improvements. Document evaluations ([Attachment 8](#). Report findings on an ARPC Form 47, ([Attachment 9](#)). Maintain the evaluations and reports for 3 years or until HQ AFRC evaluates ARPC's program.

6.1.2.2.1. MS-SF schedules and performs courtesy directorate evaluations once every 2 years. As the evaluation time approaches, MS-SF coordinates a mutually acceptable date/time with the Director to conduct the evaluation.

6.1.2.2.2. Directors may request an "in" or "out" brief to discuss the evaluation process and findings.

6.1.2.2.3. MS-SF will send a copy of the evaluation report to the respective directorate and maintain a copy on file.

6.1.3. Monitoring. DSR's monitor to ensure their directorate supervisors are performing monthly inspections and keep their director informed of all findings. DSR's collect and maintain the completed inspection reports until MLST completes their evaluation.

6.1.4. Traffic Safety. The state of Colorado requires everyone to use seat belts while operating a moving vehicle. The Air Force/DoD supports this law.

6.1.5. Training. Supervisors must document all ARPC OSHMP Program training on an AF Form 55.

6.1.5.1. On-the-Job Training. Supervisors develop and use a Job Safety Training Outline, to guide them through their training session. MS-SF is available to provide guidance to supervisors, upon request. Supervisors are required to train each newly assigned worker on:

6.1.5.1.1. Hazards of the job or tasks, and safety procedures to be followed.

6.1.5.1.2. Hazards of the work areas.

6.1.5.1.3. OSH standards and guidance that apply to job and work place.

6.1.5.1.4. Personal Protective Equipment they will need and how, when, and where to use it.

6.1.5.1.5. Location and use of emergency and fire protection equipment.

6.1.5.1.6. Emergency procedures that apply to their job and work place.

6.1.5.1.7. Reporting unsafe equipment, conditions or procedures to supervisor immediately.

6.1.5.1.8. Location, submitting procedures, and purpose of AF Form 457.

6.1.5.1.9. Mishap Reporting Procedures.

6.1.5.1.10. Emergency Telephone Numbers.

6.1.5.1.11. Location and required review of appropriate safety bulletin boards and AFVA 91-307, *Air Force Occupational Safety and Health Program Visual Aid*.

6.1.5.1.12. Location of medical facilities and procedures for obtaining treatment.

6.1.5.1.13. Requirements for documentation and notification of on-the-job injury or ill-

ness.

6.1.5.1.14. Purpose and function of the AF Form 1118, **Notice of Hazard**.

6.1.5.1.15. Individual responsibilities for ensuring own safety.

6.1.5.1.16. Required use of seat belts.

6.1.5.1.17. Personnel rights.

6.1.5.1.18. Air Force Hazard Communication Program requirements.

6.1.5.1.19. Manual lifting guidance.

6.1.5.1.20. Jewelry safety.

6.1.5.1.21. Potential hazards associated with the surrounding local area.

6.1.5.1.22. Principles of Risk Management.

6.1.5.1.23. Fetal protection.

6.1.5.1.24. Occupational Health Medical Exam.

6.1.5.1.25. Other.

6.1.5.2. Safety Information. An effective ARPC OSHMP Program needs continuous education. MS-SF will forward all safety information to the DSRs, who in-turn, will disseminate the information throughout their directorate. Supervisors conduct safety briefings, as determined.

6.2. General Fire Prevention. The Fire Prevention Program is managed by DFAS-DE/PS.

6.2.1. Fire Extinguishers.

6.2.1.1. Only approved, multipurpose fire extinguishers (A, B, & C rating) are available to use.

6.2.1.2. Fire extinguishers must be readily accessible, in good working condition, and located as required by the National Fire Protection Agency.

6.2.1.3. All personnel are responsible for ensuring that fire extinguishers in their work center are not obstructed, are readily accessible, and used only for the intended purpose.

6.2.2. Inspections. The purpose of the inspection program is to identify/resolve fire hazards and determine the program's effectiveness. Inspections should not only identify obvious, but also potential, fire hazards. They should provide viable and logical recommendations that correct the hazard.

6.2.2.1. External. DFAS and appropriate fire authorities inspect the Buckley Annex facilities on an annual basis. The inspection includes ARPC's fire detection, suppression, and alarm systems (including fire extinguishers and hydrants) and ensures they are tested, inspected, and maintained, in good working condition.

6.2.2.2. Internal. Supervisors visually inspect extinguishers in their area as indicated on the monthly inspection checklist to ensure the extinguisher's inspection date is current and that the extinguisher shows no sign of physical damage, corrosion, leakage, or a clogged nozzle. Report all extinguishers needing corrective action to their DSR. Facility Management or appropriate contractors, in coordination with MS-SF, corrects all reportable hazards or defi-

ciencies.

6.2.3. Evacuation Procedures. Directorates ensure that evacuation procedures and maps are posted in conspicuous locations in their directorate.

6.2.3.1. DSR's assist supervisors to post evacuation procedures and maps in their work centers and inform all personnel of an emergency evacuation.

6.2.3.2. The ARPC Evacuation Team evacuates all remaining personnel from the building.

6.2.4. Training. Supervisors provide annual fire extinguisher training to personnel (29 CFR 1910.157). Supervisors must document all ARPC OSHMP Program training on an AF Form 55.

6.3. Mishap Prevention.

6.3.1. Reporting and Investigation. It is essential to have prompt and accurate mishap reporting and investigation. Report mishaps in the following sequence:

6.3.1.1. On-Duty, Not Life Threatening Incidents. All personnel report an on-duty injury to their supervisor immediately after the incident.

6.3.1.1.1. Civilian Personnel. Supervisors escort their civilian personnel to the Health and Wellness Center (HWC), to determine the individual's care. If the individual requires treatment from an outside source, the supervisor notifies the Civilian Personnel Office, who completes a CA-16, **Authorization for Examination and/or Treatment**. The supervisor completes a CA-1, **Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation** for MSC. MSC provides a copy of the report to MS-SF.

6.3.1.1.2. Military Personnel. Supervisors secure transportation arrangements for military personnel to the Buckley AFB clinic, M-F, 07:30-16:30, who determines the individual's care. Appointments for sick calls are required.

6.3.1.2. On-Duty, Life Threatening Incidents. Any individual at the incident site calls 9-1-1, the HWC, and the DFAS Security Office. The HWC provides tentative care until the 9-1-1 health professionals arrive and the DFAS Security Office authorizes building access and escorts the 9-1-1 health professionals to the incident site.

6.3.1.2.1. Immediately following these calls, notify the employee's supervisor, DSR, and MS-SF, who will notify the Buckley AFB ([460th ABW/SE).

6.3.1.2.2. If the HWC isn't available, appropriately trained personnel (Adult CPR and First Aid Certified) can provide minor first aid until a health professional arrives.

6.3.1.3. Off-Duty, Any Incident.

6.3.1.3.1. Civilian Personnel. Civilian personnel report any accident or illness to their supervisor, if time off is required.

6.3.1.3.2. Military Personnel. Military personnel receive medical attention from any emergency room, using their Military Insurance Information card and report the injury to their supervisor immediately after the incident. The supervisor notifies ARPC's HQ Squadron Section (MSQ) and MS-SF immediately, on the next duty day after the incident occurs.

6.3.1.3.3. Supervisors notify their DSR and Director of all injuries affecting personnel

within their directorate.

6.3.2. Investigations.

6.3.2.1. On-Duty. Supervisors investigate the incident and complete an ARPC Form 57, for all accidents or illnesses and forwards to MS-SF. MS-SF reviews the details of the report, determines if the mishap should be reported or recorded, IAW AFI 91-204, and initiates the corrective action needed to preclude reoccurrence.

6.3.2.2. Off-Duty. The 460th ABW/SE, in coordination with MS-SF, performs mishap investigations involving work related injuries/illnesses to determine the cause and corrective action of a mishap in an attempt to prevent reoccurrence. The DFAS Safety Office, in coordination with MS-SF, conducts investigations involving property damage.

6.4. Hazard Reporting.

6.4.1. The USAF Hazard Reporting Program is a valuable tool in the mishap prevention program because it places the responsibility of hazard reduction on each individual. A reportable hazard can be any condition, act or circumstance that may jeopardize the safety of personnel, facilities, or equipment.

6.4.2. Any individual (military or civilian personnel) assigned or attached to ARPC should report a hazard. Report hazards directly to the responsible supervisor or, if desired, anonymously to MS-SF.

6.4.2.1. If the hazard is reported to the supervisor and the supervisor corrects the hazard on the spot, no further action is required.

6.4.2.2. If the supervisor can **not** correct the hazard, and the hazard does not present imminent danger, the supervisor reports the hazard to their DSR, Director, and MS-SF, IN TURN.

6.4.2.3. If the supervisor can **not** correct the hazard, and the hazard presents imminent danger, the supervisor applies interim control measures (see paragraph 6.5.1.4.) and reports the hazard to their DSR, Director, and MS-SF, IN TURN.

6.4.3. The DFAS Safety Office reviews the report and investigates the hazard.

6.4.4. If the individual who originated the request is not satisfied with the results of the investigation, they can request a meeting with the inspector and MS-SF staff by submitting a formal request letter to MS-SF.

6.5. Hazard Identification and Abatement.

6.5.1. Hazard Identification.

6.5.1.1. Personnel identify hazards to their supervisor. The supervisor immediately examines the condition, takes necessary action to alleviate the hazard, and notifies their DSR, Director, and MS-SF, IN TURN.

6.5.1.2. If the identified hazard can **not** be corrected on the spot, the supervisor notifies MS-SF and MS-SF notifies the DFAS-DE Safety Office.

6.5.1.3. The Director initiates corrective actions brought to their attention. They ensure that personnel are not exposed to undue risk, injury, or illness during the abatement period. Abatement is accomplished through engineering or administrative controls, when practical.

6.5.1.4. When an imminent danger situation is discovered, the Director notifies the supervisor, the DSR, and MS-SF immediately. The supervisor takes immediate action to eliminate or reduce the hazard or cease operations and withdraws all personnel from the area until the hazard is corrected.

6.5.2. Hazard Abatement.

6.5.2.1. The DFAS-DE Safety Office or qualified safety official evaluates the hazard, assigns a Risk Assessment Code (RAC), and provides an AF Form 979, **The Danger Tag**, or AF Form 1118, (used when the Hazardous condition remains for 30 days or more).

6.5.2.2. Once the safety, fire, or health official completes the Hazard Notice and provides it to the workplace supervisor, the supervisor immediately follows the guidance provided by the DFAS-DE Safety Office.

6.6. Publicity. A successful program provides ARPC's OSHMP Program information to the personnel. The information will cover matters concerning their personal safety and preventing damage to Air Force resources. The information can be provided in various ways (Commander's Call, Directorate Calls, weekly staff meetings, bulletin boards, memo's, flyer's etc.).

7. Forms prescribed: ARPC Forms 47, 57, and 58.

K. C. McCLAIN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigation Reports*

AFI 91-207, *The US Air Force Traffic Safety Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*

AFOSH STD 91-56, *Fire Protection and Prevention*

AFIND-17, *Index of Air Force Occupational Safety and Health (FOSH) Standards, Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications*

AFPD 91-2, *Safety Programs*

Abbreviations and Acronyms

OSHMP—Occupational and Environmental Safety, Fire Protection, Health, and Mishap Prevention

HQ AFRC—HQ Air Force Reserve Command

BUCKLEY AFB (460TH ABW/SE)—Buckley AFB Safety Office

DFAS-DE/PS—Defense Finance and Accounting Service Safety Office

DSR—Directorate Safety (OSHMP) Representative

MSC—ARPC's Civilian Personnel Office

MS-SF—ARPC's Safety (OSHMP) Office

ICPA—Injury Compensation Program Administrator

BE—Bioenvironmental Engineer

SST—Supervisory Safety Training

HWC—Health and Wellness Center

RAC—Risk Assessment Code

Terms

Air Force Occupational Safety and Health (AFOSH) Standards—Standards published by the Air Force that prescribe the conditions and methods necessary to provide a safe and healthful work environment.

Assessments—Analysis of the effectiveness and potential of ARPC's OSHMP Program.

Evaluation—Method of appraising the effectiveness of ARPC's OSHMP Program.

Hazard or Deficiency—A condition, procedure, or practice that creates a potential for producing death, injury, occupational illness, or equipment damage.

Hazard or Deficiency Abatement—Eliminating or permanently reducing a hazard by complying with applicable safety requirements, or taking equivalent measures.

Inspection—Method of identifying hazards and measuring ARPC's OSHMP Program compliance.

Interim Control Measures—Temporary action which reduces the degree of risk associated with a hazard or deficiency pending completion of an abatement project.

Mishap—An unplanned event or series of events, that result in death, injury, occupational illness or damage to, or loss of, equipment or property.

Monitor—Method of tracking ARPC's OSHMP Program compliance.

Risk Assessment—An evaluation of possible loss in terms of hazard or deficiency severity and mishap probability of occurrence.

Risk Assessment Code—An expression of the degree of risk. See AFI 91-301.

Attachment 2

ARPC'S OSHMP POLICY LETTER



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

16 AUG 2002


MEMORANDUM FOR ALL ARPC EMPLOYEES

FROM: ARPC/CC

SUBJECT: Commander's Safety Policy Letter 02-03

1. The responsibility for an effective safety program within ARPC belongs to each one of us. A significant component of safety problems is carelessness--taking unnecessary chances or not being attentive. We all know that carelessness undermines safe work place practices and can result in injury, property damage, and loss of productivity.

2. Please think safety as you go about your work. Each one of you is too important to lose from an accident. Let's make sure our work practices emphasize safety as the number one job requirement. With everyone's involvement, we'll be able to cut down, or even eliminate, accidents.


K.C. McCLAIN
Colonel, USAF
Commander

Attachment 3

ARPC VA 91-3001, ARPC OSHMP NOTIFICATION

OSHMP NOTIFICATION

Occupational and Environmental Safety, Fire Protection, Health, and Mishap Prevention

(Employee reports to supervisor, supervisor reports to DSR, and DSR reports to Safety Office)

DIRECTORATE SAFETY (OSHMP) REPRESENTATIVES (DSRs)

PRIMARY ROBERT STONE **EXT:** 6-1234

ALTERNATE CECELIA SIMON **EXT:** 6-4512

ALTERNATE JAMES BROWN **EXT:** 6-7599

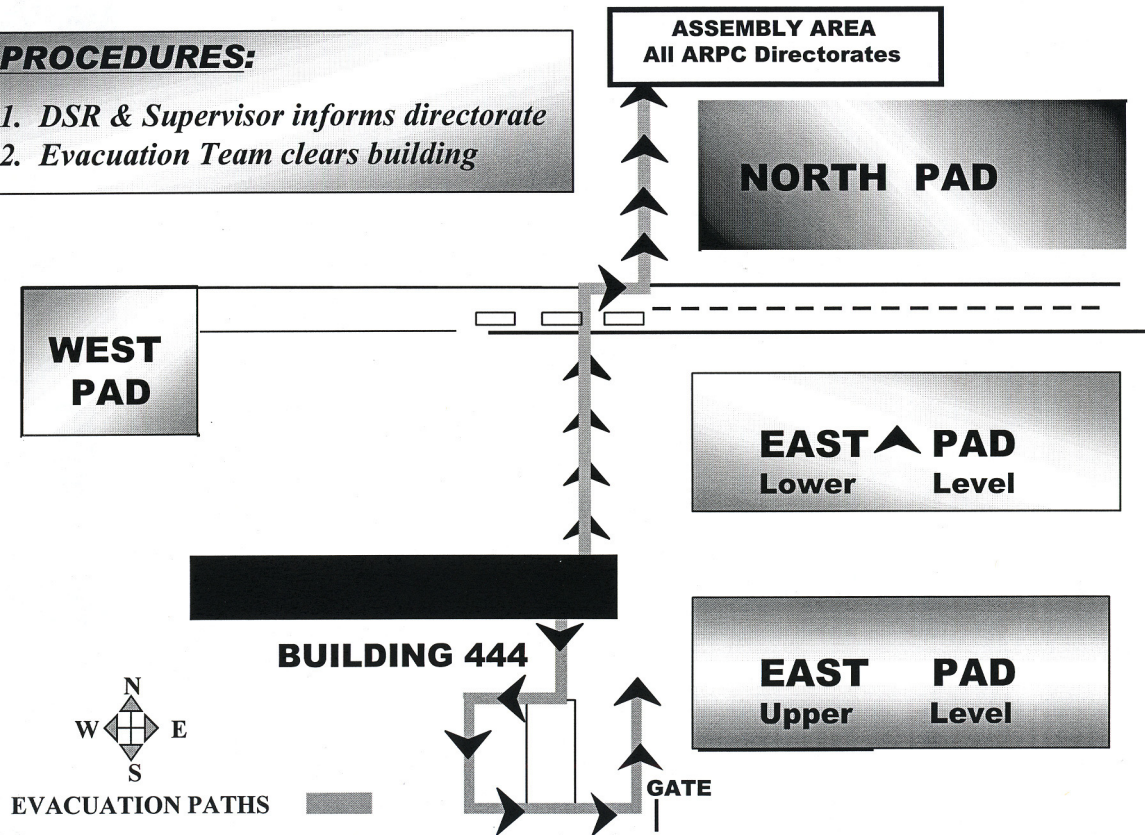
ARPC SAFETY OFFICE EXTENSION: 6-6547

Attachment 4

ARPC EVACUATION PROCEDURES AND MAP

EVACUATION PROCEDURES and MAP**PROCEDURES:**

1. DSR & Supervisor informs directorate
2. Evacuation Team clears building



Attachment 5

ARPC FORM 57, ARPC MISHAP REPORT

MISHAP REPORT					
<i>(Supervisor must complete this form and forward to MSLT within 24 hours of the mishap.)</i>					
TO			FROM		
HQ ARPC/MS-SF			HQ ARPC/SPS		
INJURED EMPLOYEE'S INFORMATION					
NAME (Last, First, MI)	GRADE/RANK	OFFICE SYMBOL	DUTY PHONE	<input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	AGE
NUIITE, TED K.	GS-5	SPSE	6-1234		31
MISHAP INFORMATION					
MISHAP DATE (YYYYMMDD)	DAY OF WEEK	MISHAP TIME	MISHAP LOCATION		
20000821	MONDAY	1015 A.M.	<input checked="" type="checkbox"/> ON DUTY <input type="checkbox"/> OFF DUTY		
DESCRIBE INJURY, MISHAP LOCATION, AND PROPERTY DAMAGE <i>(Give a detailed description of the mishap details as explained by the injured employee.)</i>					
Mr Nuite was walking from the bathroom to his work center and bumped into an opened drawer. When he hit the drawer it caused him to go off balance, fall down, and hurt his shin and back. There was a small (approximately 1/2") laceration on his shin, causing minimal bleeding and swelling. He is feeling a sharp pain in his lower back, but can get up and walk.					
SUPERVISOR'S MISHAP REPORT <i>(Explain how and why the mishap occurred.)</i>					
A co-worker was filing documents in an opened drawer when the phone rang. The co-worker turned to answer the phone and left the drawer open. Both employees agree that they were partially at fault; the employee for not paying attention to what was in front of him as he was walking and the co-worker for leaving the drawer open.					
SUPERVISOR'S FOLLOW-UP ACTION REPORT <i>(Explain what actions were taken to prevent a similar mishap reoccurrence.)</i>					
Checked drawer location to ensure it isn't a continuous safety hazard. Discussed incident with both employees. Asked employee to be more aware when walking and asked co-worker to ensure the drawer is always pushed in when they are not being used. Both employees agreed.					
SUPERVISOR'S NAME AND TITLE		GRADE	DUTY PHONE		
FREDERICK WICKSTER CHIEF, INDIVIDUAL MOVEMENT BRANCH		MSGT	6-1234		
SUPERVISOR'S SIGNATURE			DATE (YYYYMMDD)		
			20000821		
DIRECTOR'S COMMENTS					
Discussed incident with supervisor and feel confident the incident won't re-occur. Sent message to all directorate supervisors asking them to remind their employees of safety awareness.					
DIRECTOR'S NAME AND TITLE		GRADE	DUTY PHONE		
RICHARD PARKER DIRECTOR, GLOBAL MOVEMENT		GS-13	6-2345		
DIRECTOR'S SIGNATURE			DATE (YYYYMMDD)		
			20000822		

ARPC FORM 57, 17MAY00 (EF)

Attachment 6

ARPC FORM 58, REQUEST TO OPERATE AN ELECTRICAL APPLIANCE

MISHAP REPORT (Supervisor must complete this form and forward to MSLT within 24 hours of the mishap.)					
TO HQ ARPC/MS-SF			FROM HQ ARPC/SPS		
INJURED EMPLOYEE'S INFORMATION					
NAME (Last, First, MI)	GRADE/RANK	OFFICE SYMBOL	DUTY PHONE	<input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	AGE
NUITE, TED K.	GS-5	SPSE	6-1234		31
MISHAP INFORMATION					
MISHAP DATE (YYYYMMDD)	DAY OF WEEK	MISHAP TIME	MISHAP LOCATION		
20000821	MONDAY	1015 A.M.	<input checked="" type="checkbox"/> ON DUTY <input type="checkbox"/> OFF DUTY		
DESCRIBE INJURY, MISHAP LOCATION, AND PROPERTY DAMAGE (Give a detailed description of the mishap details as explained by the injured employee.)					
Mr Nuite was walking from the bathroom to his work center and bumped into an opened drawer. When he hit the drawer it caused him to go off balance, fall down, and hurt his shin and back. There was a small (approximately 1/2") laceration on his shin, causing minimal bleeding and swelling. He is feeling a sharp pain in his lower back, but can get up and walk.					
SUPERVISOR'S MISHAP REPORT (Explain how and why the mishap occurred.)					
A co-worker was filing documents in an opened drawer when the phone rang. The co-worker turned to answer the phone and left the drawer open. Both employees agree that they were partially at fault; the employee for not paying attention to what was in front of him as he was walking and the co-worker for leaving the drawer open.					
SUPERVISOR'S FOLLOW-UP ACTION REPORT (Explain what actions were taken to prevent a similar mishap reoccurrence.)					
Checked drawer location to ensure it isn't a continuous safety hazard. Discussed incident with both employees. Asked employee to be more aware when walking and asked co-worker to ensure the drawer is always pushed in when they are not being used. Both employees agreed.					
SUPERVISOR'S NAME AND TITLE		GRADE	DUTY PHONE		
FREDERICK WICKSTER CHIEF, INDIVIDUAL MOVEMENT BRANCH		MSGT	6-1234		
SUPERVISOR'S SIGNATURE			DATE (YYYYMMDD)		
			20000821		
DIRECTOR'S COMMENTS					
Discussed incident with supervisor and feel confident the incident won't re-occur. Sent message to all directorate supervisors asking them to remind their employees of safety awareness.					
DIRECTOR'S NAME AND TITLE		GRADE	DUTY PHONE		
RICHARD PARKER DIRECTOR, GLOBAL MOVEMENT		GS-13	6-2345		
DIRECTOR'S SIGNATURE			DATE (YYYYMMDD)		
			20000822		

ARPC FORM 57, 17MAY00 (EF)

Attachment 7

SUPERVISOR'S OSHMP INSPECTION CHECKLIST

ALL PURPOSE CHECKLIST		PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
ARPC'S OSHMP PROGRAMS SUPERVISOR'S INSPECTION CHECKLIST				
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
1.	Do I ensure applicable OSH guidance for the workplace and operations is available to personnel? (AFI 91-301, para 2.14.1)			
2.	Do I enforce compliance with OSH guidelines? (AFI-91-301, para 2.14.10)			
3.	Do I enforce compliance with OSHMP Program requirements within my area of responsibility? (AFI 91-301, para 2.14.2)			
4.	Do I evaluate my subordinates on their OSHMP Program responsibilities? (29 CFR 1960.11, AFI 91-301, para 2.14.3 and para 2.14.17)			
5.	Do I help management provide safe and healthful workplaces for ARPC's employees? (AFI 91-301, para 2.14.4)			
	a. Office Materials - neat and clean, away from light/heat fixtures, stacked under 15 feet and not in aisles or pathways.			
	b. Office Machines/Computers - electrical power cords and wiring placed in conduits, covered by approved rubber or metal strips, or suspended overhead.			
	c. Food and Beverages - not consumed or stored near equipment.			
	d. Walking and Working Surfaces - free of potential hazards (holes, buckles, or spills).			
	e. Exits - clearly marked, not blocked or locked, two ways to exit.			
	f. Electrical - good condition, not exposed, no multiple adapters.			
	g. Tools and Equipment - stored and used safely.			
	h. Repetitive Motion - alternate tasks provided, redesigned work area offered.			
	i. Office Furniture - good working condition and set-up, drawers pushed in, no sharp edges.			
	j. House Cleaning - clean and orderly.			
	k. Traffic - obey traffic laws, policies, and rules, and use crosswalks when walking.			
	l. Fire Equipment - current expiration date, no obvious defects, and not blocked.			
6.	Do I conduct, document, and forward self-inspections to the DSR, as required? (AFI 91-301, para 2.14.4)			
7.	Do I conduct and document job safety analysis to determine potential hazards? (AFI 91-301, para 2.14.4)			
8.	Am I aware of the hazard reporting and abatement program and procedures? (AFI 91-301, para 2.14.5)			
9.	Do I notify the ARPC Safety Office of all mishaps immediately after the occurrence to allow for timely investigations? (AFI 91-301, para 2.14.6)			
10.	Do I promptly report injury mishaps to the Civilian Personnel and ARPC Safety offices, using an ARPC Form 57, Mishap Report ? (AFI 91-202, para 1.6.14.9)			
11.	Have I instructed my subordinates on their responsibilities during an emergency? (29 CFR 1910.38 [a])			
12.	Have I told my subordinates where to find ARPC's OSHMP Program information? (AFI 91-301, para 2.14.7 and para 2.14.13 and ARPCI 91-1001, para 5.3.9)			
	a. CA-10, What a Federal Employee Should Do When Injured at Work .			
	b. AF Forms 457, USAF Hazard Report .			
	c. AFVA 91-307, AF Occupational Safety and Health Program .			
	d. ARPC's OSHMP Policy Letter.			
	e. AFVA 91-3002, ARPC's OSHMP Notification Process .			
	f. Evacuation map and Procedures.			

PAGE 2		OF 2		PAGES
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
13.	Do I notify the safety office when an employee becomes a supervisor, for scheduling of the required Supervisor Safety Training (SST) (AFI 91-301, para 2.14.9)			
14.	Do I identify and post PPE or other special precautions, as necessary? (AFI 91-301, para 2.14.11)			
15.	Do I enforce PPE program compliance? (AFI 91-301, para 2.14.12)			
16.	Am I complying with the Air Force Hazard Communication Program as outlined in AFOSH STD 48-21? (AFI 91-301, para 2.14.14)			
17.	Do I maintain Bio-environmental, safety, fire prevention reports until superseded? (AFI 91-301, para 2.14.15)			
18.	Have I briefed my subordinates on the findings and recommendations contained in the annual base line surveys and reports? (AFI 91-301, para 2.14.16)			
19.	Do I ensure my subordinates are scheduled for and receive occupational medical examinations (pre-employment, periodic, and/or termination) as required by the installation aeromedical council? (AFI 91-202, para 2.14.18)			
20.	Do I make AF Forms 457 readily available to all employees? (AFI 91-202, para 4.5)			
21.	Do I ensure AF Form 1118, AF Form 3, and AF Form 979 are posted to warn personnel of potential dangers in the affected work area? (AFI 91-301, para 18.3)			
22.	Do I use a briefing guide or lesson plan to conduct Safety, Fire Protection, and Health Training? (AFI 91-301, para 7.3)			
23.	Do I maintain an approved ARPC Form 58, Request to Operate an Electrical Appliance , near each appliance in my workcenter? (AFI 91-1001, para 5.4.8)			
24.	Am I conducting/providing and documenting in each employee's AF Form 55, training for: (AFI 91-301, para 2.14.8 and 7.3.2) a. Safety, Fire Prevention, and Health? (para 7.3) b. Supervisor's Safety Training (SST)? (para 7.2) c. Federal Hazard Communication Training Program (FHCTP) and Workplace Specific Training? (para 5e(7) and AFOSH STD 161-21) d. Manual Lifting Training? (para 1.2.1 and AFOSH STD 91-46) e. Cardiopulmonary Resuscitation (CPR)? (para 2.3 and AFOSH STD 91-50 and 91-10) f. Fire Prevention (annual)? (29 CFR 1910.157) g. Personal Protective Equipment (PPE)? (AFOSH STD 92-31) h. Respiratory Protection? (AFOSH STD 48-1, para 7.1) i. Fall Protection? (AFOSH STD 91-100 and CFR 1926-500-503)			
25.	Have I assigned a partner to my disabled employees and trained each on their evacuation responsibilities? (29 CFR 1910.38[a])			

Attachment 8

ARPC'S SAFETY OFFICE'S OSHMP EVALUATION

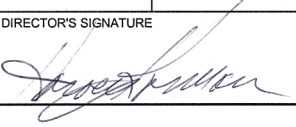
ALL PURPOSE CHECKLIST		PAGE 1 OF 3 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
ARPC's OSHMP Program's Safety Office Evaluation Checklist				
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
1.	Do supervisors ensure applicable OSH guidance for the workplace and operations is available to personnel? (AFI 91-301, para 2.14.1)			
2.	Do supervisors/managers enforce compliance with OSH guidelines? (AFI 91-301, para 2.14.10)			
3.	Do supervisors enforce compliance with OSHMP Program requirements within their area of responsibility? (AFI 91-301, para 2.14.2)			
4.	Does management ensure performance evaluations include measurement for their OSHMP Program duties for all supervisors? (29 CFR 1960.11, AFI 91-301, para 2.14.3 and 2.14.17)			
5.	Does management ensure personnel are provided safe and healthful workplaces? (AFI 91-301, para 2.14.4) a. Office Materials - neat and clean, away from light/heat fixtures, stacked under 15 feet and not in aisles or pathways. b. Office Machines/Computers - electrical power cords and wiring placed in conduits, covered by approved rubber or metal strips, or suspended overhead. c. Food and Beverages - not consumed or stored near equipment. d. Walking and Working Surfaces - free of potential hazards (holes, buckles, or spills) e. Exits - clearly marked, not blocked or locked, two ways to exit. f. Electrical - good working condition, not exposed, no multiple adapters. g. Tools and Equipment - stored and used safely. h. Repetitive Motion - alternate tasks provided, redesigned work area offered. i. Office furniture - good working condition, drawers pushed in, no sharp edges, appropriate work set-up. j. Housekeeping - clean and orderly. k. Traffic - obey traffic laws, policies, and rules, and use crosswalks when walking. l. Fire Equipment - current expiration date, no obvious defects, and not blocked.			
6.	Do supervisors conduct and document self-inspections as required? (AFI 91-301, para 2.14.4)			
7.	Do supervisors conduct and document job safety analysis? (AFI 91-301, para 2.14.4)			
8.	Has management established and implemented hazard reporting and abatement programs? (AFI 91-301, para 2.14.5)			
9.	Do supervisors/managers notify the ARPC Safety Office of all mishaps immediately after the occurrence to allow for timely investigations? (AFI 91-301, para 2.14.6)			
10.	Do supervisors promptly report injury mishaps to the Civilian Personnel Office and ARPC Safety Office, using an ARPC Form 57, Mishap Report ? (AFI 91-202, para 1.6.14.9)			
11.	Does the Director have a copy of the written emergency action plan? (29 CFR 1910.38[a])			
12.	Have supervisors/managers briefed emergency procedures to their employees? (AFI 91-301, para 2.14.7)			
13.	Does the Directorate have procedures to notify the safety office when an employee becomes a supervisor, for scheduling of the required supervisor safety training? (AFI 91-301, para 2.14.9)			
14.	Does management ensure areas and operations that require PPE or other special precautions are identified and posted as necessary? (AFI 91-301, para 2.14.11)			

PAGE 2 OF 2 PAGES				
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
15.	Does management ensure employees comply with PPE program requirements? (AFI 91-301, para 2.14.12)			
16.	Does management comply with the Air Force Hazard Communication Program as outlined in AFOSH STD 48-217? (AFI 91-301, para 2.14.14)			
17.	Do Directors and supervisors maintain Bio-environmental, safety, fire prevention periodic reports until superseded? (AFI 91-301, para 2.14.15)			
18.	Have supervisors briefed all personnel on the findings and recommendations contained in annual base line surveys and reports? (AFI 91-301, para 2.14.16)			
19.	Does management ensure employees are scheduled for and receive occupational medical examinations, to include pre-employment, periodic and/or termination as required by the installation aeromedical council? (AFI 91-301, para 2.14.18)			
20.	Do managers make AF Forms 457, AF Hazard Report , readily available for all employees? (AFI 91-301, para 4.5)			
21.	Do supervisors ensure AF Form 1118, AF Form 3, and AF Form 979 are posted to warn personnel of potential dangers in the affected work area? (AFI 91-301, para 18.3)			
22.	Do supervisors have and utilize a briefing guide or lesson plan for the Safety, Fire Protection, and Health Training? (AFI 91-301, para 7.3)			
23.	Have supervisors assigned a partner to each disabled employee and explained the evacuation procedures? (29 CFR 1910.38[a])			
24.	Do supervisors maintain an approved ARPC Form 58, Request to Operate An Electrical Appliance , near each appliance in their workplace? (ARPCI 91-1001, para 5.4.8)			
25.	Do supervisors ensure educational courses are provided to workers and documented on each employee's AF Form 55? (AFI 91-301, para 2.14.8 and 7.3.2) a. Safety, Fire Prevention, and Health On-The Job Training? (para 7.3.) b. Supervisors Safety Training (SST)? (para 7.2.) c. Federal Hazard Communication Training Program (FHCTP) and Workplace Specific Training? (para 5e[7] and AFOSH STD 161-21) d. Manual Lifting Training? (para 1.2.1 and AFOSH STD 91-46) e. Cardiopulmonary Resuscitation (CPR)? (para 2.3 and AFOSH STD 91-50 and 91-10) f. Fire Prevention (annual)? (29 CFR 1910.157) g. Personal Protective Equipment (PPE)? (AFOSH STD 92-31) h. Respiratory Protection? (AFOSH STD 48-1, para 7.1) i. Fall Protection? (AFOSH STD 91-100 and CFR 1926-500-503)			
26.	Does the DSR help maintain a directorate OSHMP Program? (ARPCI 91-1001, para 5.3.2)			
27.	Does the DSR monitor (collect and maintain) their directorates inspections? (ARPCI 91-1001, para 5.3.2.2)			
28.	Does the DSR report directorate concerns, program status, and recommendations to the Director? (ARPCI 91-1001, para 5.3.2.1 and 5.3.2.3)			
29.	Does the DSR disseminate and post OSHMP Program information (ARPCI 91-1001, para 5.3.2.4)			
30.	Does the DSR attend all program meetings? (ARPCI 91-1001, PARA 5.3.3)			

		PAGE	OF	PAGES
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
31.	Did the DSR contact the safety office within 30 days of appointment to discuss DSR responsibilities? (ARPCI 91-1001, para 5.3.4)			
32.	Does the DSR maintain their directorate's ARPC OSHMP Program management book? (ARPCI 91-1001, para 5.3.5)			
33.	Does the DSR ensure their director is aware of the ARPC OSHMP Program management book contents? (ARPCI 91-1001, para 5.3.5)			
34.	Does the DSR help supervisors inform employees when there is an emergency evacuation? (ARPCI 91-1001, para 5.3.6)			
35.	Does the DSR ensure the directorate's disabled employees have a partner assigned and both know the emergency evacuation procedures? (ARPCI 91-1001, para 5.3.7)			
36.	Does the DSR ensure emergency evacuation maps are posted in conspicuous locations throughout their directorate? (ARPCI 91-1001, para 5.3.8)			
37.	Does the DSR ensure the following items are posted on their directorate's bulletin board? (AFI 91-301, para 2.14.13 and ARPCI 91-1001, para 5.3.9) a. CA-10, What a Federal Employee Should Do When Injured At Work. b. AF Forms 457. c. AFVA 91-307, <i>AF Occupational Safety and Health Program.</i> d. ARPC'S OSHMP Policy Letter. e. ARPCVA 91-3002, <i>ARPC's OSHMP Notification Process.</i> f. Evacuation Map and Procedures.			

Attachment 9

ARPC FORM 47, ARPC'S INSPECTION/EVALUATION REPORT

INSPECTION/EVALUATION REPORT			
TO	FROM	SUSPENSE DATE	
HQ ARPC/MS-SF	HQ ARPC/XXX	20030616	
INSPECTION DATE		INSPECTED AREA	
20030618		XXX	
FINDINGS	CORRECTIVE ACTION	DATE CORRECTED	ACTION OFFICER
Hole in floor.	Request floor repair from maintenance	20030620	MSgt Wickster
Carts in hall blocking walking path.	Remove carts from hall and store out of walking paths.	20030618	George Seabiscuit
REPORT'S COMPLETION DATE		DIRECTOR'S SIGNATURE	
20030621			

ARPC FORM 47, 17MAY00 (IMT)